

## Attachment A: PAST PERFORMANCE QUESTIONNAIRE

Contract Number: \_\_\_\_\_ Award Date: \_\_\_\_\_

Contractor Name \_\_\_\_\_

Type of Contract: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Complexity of Work: Difficult \_\_\_\_\_ Routine \_\_\_\_\_

Description of Work:

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Name and Telephone Number of Person Contacted (POC)

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### Performance Elements

How was the Contractor rated in the following areas:

	Outstanding	Satisfactory	Unsatisfactory
a) Quality of Work	_____	_____	_____
b) Timely Performance	_____	_____	_____
c) Effective Management	_____	_____	_____
d) Contract Compliance	_____	_____	_____

### Performance History

Complete the following information:

Did the Contractor adhere to the contract schedules?

COMMENT:

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Did the Contractor submit all required reports and documentation in a timely manner? Were they accurate and complete?

COMMENT:

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Were any problems experienced in the Contractor's performance? If so, to what extent was the Contractor able to resolve the problems without extensive help from your staff?

COMMENT:

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Did the contractor perform within or below budget? Did the contractor provide reasonably priced change proposals, and accurate and timely billing?

COMMENT:

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How well do you think the Contractor interfaced with your technical staff?

COMMENT:

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Based on past experience with this Contractor, would you consider using them again if there was a need? If so, how do you compare them to other Contractors you have used?

COMMENT:

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Based on the above information, what is your overall rating of the Contractor?

Outstanding (    )

Satisfactory (    )

Unsatisfactory (    )

COMMENT:

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